

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	2000-0030-01
	Effective Date:	10/12/2000

(Agency use)

(Archives use)

Date Sent:

Date  
Received:

Agency  
Control No.: 4840700000

Agency Code: 0484

Control No.:

Applicant: Department of Transportation  
Address: #2 Capitol Square, SW  
Atlanta, GA 30334-1002

Phone: 404 656-6168  
FAX: 404 656-0909  
Email: martha.lamb@dot.state.ga.us

Creating Office: Office of Legal Services  
Address: Office of Legal Services  
#2 Capitol Square, SW  
Atlanta, GA 30334-1002

Phone: 404 657-5808  
FAX: 404 657-4781  
Email: sandra.burgess@dot.state.ga.us

Administrator: Catina Tisdale  
Office of Legal Services Secretary

Phone: 404 656-5275  
FAX: 404 657-4781  
Email: catina.tisdale@dot.state.ga.us

Application  
Type: New

Class: Individual

Series Title: Ante litem notices with incidents which do not involve minor children

Dates of  
Series: 1992 and [ongoing]

Access: Closed

Function  
Documented: Documents gathered after receipt of Ante Litem Notice as well as the original  
Ante Litem Notice.

Consists of: All correspondence, Ante Litem Notice, investigatory materials and legally  
privileged materials.

Media: Paper

Indexed by: Date received by Department and claimant

Retention Requirement: Total of Two (2) years

State Law or Regulation: O.C.G.A. 50-21-20, et seq.

Federal Law or Regulation:

Administrative Need: To be maintained in the district legal coordinator's office in case of  
a possible civil action being filed.

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**RECORDS RETENTION SCHEDULE APPLICATION**

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**Cutoff Event:** Cut off at end of each month, place in inactive file, hold for (2) years then check with the Attorney General's Office to insure that no civil action has been filed. If no action has been filed then destroy. If a civil action has been filed then refer to the retention schedule for civil actions.

**Total Retention:** District Office File: Two (2) years.

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:** *Sandra Burgess* *October 6, 2000*  
Sandra Burgess, Legal Services Date

**Concur:** *Harold Linnenkohl* *10-11-00*  
Harold Linnenkohl, Deputy Commissioner Date

**Submitted by:** *Martha B Lamb* *10-12-00*  
Martha B. Lamb, Records Management Officer Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

**Signed:** *Ronald Blawie* *11/6/00*  
for Secretary of State Designee Date